

**PREP
STANDARD OPERATING
PROCEDURES MANUAL**

**Prepared June, 1988 for
Implementation, September, 1988**

This manual was prepared to serve as a guide for the
every day operating
procedures of PREP. The manual is merely a guide
-- it is flexible, adaptable
and to be updated as it is used.

This manual was prepared with a lot of love and respect for
PREP
and those PREP PREPP professionals
who serve tirelessly.

PREN STANDARD OPERATING PROCEDURES MANUAL

TABLE OF CONTENTS

	PAGE
SPIRIT OF PREN SERVICE	1
ROLES AND FUNCTIONS OF...	1
•President	1
•Vice President for Administration	1
•Vice President for Public Relations	1
•Recording Secretary	2
•Corresponding Secretary	2
•Treasurer	3
•Delegates	4
STANDING COMMITTEES	4
•Membership	5
•Social / Cultural	5
•Scholarship	7
•Heritage Celebration (Living Contest)	8
•Nominations and Elections	9
•Grievance	10
•Educational Policies	10
•Professional Advancement	10
•Publications	10
TELEPHONE ROLLY	11

SPRIT OF FREA SERVICE

Executive Board members are elected officials of FREA. Standing Committee Chairs are elected by the Executive Board. Upon volunteering to serve, members must know that a FREA commitment is a very serious commitment. FREA requires time and dedication. Upon agreeing to serve, you are agreeing to give time and dedication. If a member is absent from 3 or more consecutive FREA activities without notifying the President, the Chair of the Grievance Committee and the President will contact that member for an explanation. If the situation continues, the Executive Board may vote to ask the member to resign.

It is hoped that if a member realizes that he/she is unable to offer the time and commitment necessary to the Association, that they resign before the formal Grievance process needs to be initiated.

ROLES AND FUNCTIONS OF

PRESIDENT

The main responsibility of the President is to lead, direct and represent the FREA membership. President must lead, direct and assist Executive Board members carry out their responsibilities. President may delegate any tasks that are necessary. President is responsible for assuring that the FREA Constitution is followed and upheld.

President must share with the Executive Board any pertinent information, must get consensus from Executive Board regarding any opinions, functions, events, etc., must collaborate on agendas for Executive Board and general membership meetings, etc.

It is with the President that the responsibility for the over-all success of the Association rests.

VICE PRESIDENT FOR ADMINISTRATION

The main responsibility of the VP for Administration is to assist the President in all phases of the administration of the Association. VP may represent the President at designated functions. VP is responsible for assuring that committees are functioning, that members are being served, that appropriate protocol is being observed, that Association records are being maintained and preserved, etc.

VICE PRESIDENT FOR PUBLIC RELATIONS

The main responsibility of the VP for Public Relations is to generate as much publicity for the Association as possible. VP should have a current file of press and media contacts as well as sample press releases. VP is responsible for the FREA camera, taking pictures of all events, keep pictures in some sort of chronological order, writing press releases, making contacts to have FREA events covered, etc.

VP for Public Relations is responsible for assuring that a positive image of the Puerto Rican educational community is projected at all times to the Press.

VP may be the PRELA spokesperson to the Press - **HOWEVER** - PRELA opinions and views must be cleared with the President and the Executive Board before being presented.

RECORDING SECRETARY

The main responsibility of the Recording Secretary is to record minutes of Executive Board and general membership meetings.

Executive Board minutes - Minutes may be recorded in an "issues/actions" format. Narrative and names should be kept to a minimum. When motions are made, they should be included in the minutes exactly as presented. The Rules of Parliamentary Procedure should be observed to the extent possible.

General Membership meetings - Recording Secretary may record minutes by hand or using a cassette recorder. A synopsis of the meeting should be prepared for the Executive Board. At each general membership meeting, Secretary should read previous minutes for general membership approval.

PRELA Hotline - The Recording Secretary is responsible for the PRELA Hotline. Secretary must prepare current messages for the Hotline; forward inquiries to previously designated people; answer any calls in at least 48 hours; and forward bills to the Treasurer for payment. Records must be kept of calls received, action taken, and any further follow up needed.

Transition

- | | |
|------------------|---|
| May | • Recording Secretary is elected by the general PRELA membership |
| August | • Transition from previous Recording Secretary to current Secretary |
| September | |
| August | • Record minutes of Executive Board meetings. Minutes should be mailed to the Executive Board members prior to the next meeting. At the start of Executive Board meetings, Recording Secretary goes over the minutes, asks for any corrections/additions, then asks for the minutes to be approved. |

Minutes of both the Executive Board and general membership meetings should be kept in chronological order, and taken to all Executive Board meetings.

CORRESPONDING SECRETARY

The main responsibility of the Corresponding Secretary is to send out monthly letters to the membership and any other Association correspondence that may be required.

Secretary should be in constant contact with Treasurer and Membership Committee chair to insure that membership list is current. Additionally, Secretary should prepare an extended mailing list to include all Superintendents, Hispanic Principals/Assistant

Principals/Superintendents, Coordinators of Bilingual Programs, Central Board heads, School Board members, the press, and any others who may be interested in PKEA business.

Procedure:

- May** *Secretary is elected by PKEA membership
- September** *Secretary is given files and any other pertinent materials
- *Secretary receives all mail for the Association (arrangements need to be made with whomever is responsible for picking up mail at the PO; Secretary or designee must review mail on a weekly basis)
1. Secretary may open all general Association mail
 2. Mail addressed specifically to a member may be opened after Secretary gets permission from the person
 3. Secretary receives all membership applications,
 - a. enters names on own membership list
 - b. sends checks to the Treasurer
 - c. sends applications to the Membership Committee Chair

October

June *Secretary sends meeting notices approximately 2 weeks before the meeting

August *Secretary prepares files for transition to next year's secretary

General Correspondence

Secretary is responsible for sending letters of confirmation to speakers. Names and addresses must be given to the Secretary as soon as possible and no later than 3 weeks before a meeting.

Immediately after a meeting, Secretary sends out thank you letters to speakers and anyone else. It is recommended that Secretary, with the approval of President, design a standard speaker confirmation and thank you letter which may be modified as needed.

September

June *Secretary prepares all correspondence requested by President and any other Executive Board members.

TREASURER

The main responsibility of the Treasurer is to maintain current financial records for the Association. Treasurer must provide the Executive Board with monthly, detailed, financial reports. Additionally, at monthly membership meetings, less-detailed financial reports must be provided. Treasurer must keep Executive Board informed of revenues received, projected expenses, where shortages are expected, provide tentative budgets for events, etc.

Treasurer may consult a financial consultant to discuss ways of extending the monies of the Association, i.e. money markets, etc.

Suggested Timeline

August *Transfer of books

- September**
- New books are set up to reflect current fiscal year and new Treasurer
 - Treasurer devise a form for Executive Board members to be reimbursed

Sample:

Name _____ Date _____

Detailed expenses for _____ event

(Space to paste receipts)

Total expenses _____

- September**
- Financial report to the membership - what we are starting out with
 - Treasurer should collaborate with Membership Chair to generate as many members as possible.
- October-**
- Maintain current financial records
- June**
- Pay all Association bills on a timely fashion
 - Project as many expenses for the year to: food, postage, etc.

It should be stressed that receipts are necessary for reimbursements. Whenever possible, Executive Board members should be pre-paid for any expense.

Executive Board members must have prior approval for any expenses generated.

DELEGATES

Delegates are essential to the Association. Delegates may chair any of the standing committees and / or may have other assignments. Delegates may be assigned to represent the Association at meetings (ie: Latino Roundtable, Youth Leadership Institute); may participate in special projects (ie: Multi-Cultural Commission); and / or may introduce projects which they themselves may find interesting to the Association.

STANDING COMMITTEES

Standing Committees are essential for the smooth running of the Association. Committee Chairs have the basic authority and responsibility for the operations of their committee. However, Committee Chairs are not autonomous nor independent. Before decisions are implemented, they must be presented to the Executive Board for approval. (ie: Essay Committee Chair may come up with topics for the essay contest. However, the final selection of the topic will be done after the Executive Board is consulted).

All Committee Chairs must present status of their committees at monthly Executive Board meetings and general membership meetings.

MEMBERSHIP COMMITTEE

The main responsibility of the Membership Committee Chair is to direct all activities of the Membership Committee. Membership Committee is responsible for:

1. maintaining current membership lists
2. getting new members for the Association
3. preparing and distributing membership applications
4. hosting receptions where recommended to get additional members
4. keeping up to date attendance records to give to Nominations and Elections Committee in March
5. bringing sign-in book to all PSEA functions (meetings, dinners, etc)
6. staying in weekly contact with President, Treasurer and Corresponding Secretary
7. providing incentives for increased membership (ie: raffles at meetings, small token to the person who brings in the most members, discounts, etc)

Procedure

Committee Chair is selected at the September Executive Board meeting. Previous Chair should turn over any files to the current Chair.

September *Select Chair

- *Chair selects additional committee members
- *Committee meets to draw plan of action for membership drive
- *At September meeting, membership drive is kicked off
 1. Chair addresses membership with goals for the Committee
 2. Applications are distributed
 3. Current sign-in book is initiated
- *After each meeting or event
 1. Chair should review membership list and prepare extended list of anyone who attended, is not a PSEA member, but would like to be kept up to date on PSEA activities
- *Once applications are received from Corresponding Secretary, Chair should review them carefully
 1. Set up membership list including telephone numbers - home/world
 2. Notify any committee chairs if person wants to join a committee (ie Give name to Social Committee chair if person indicated interest in this committee)
- *Chair meets with Treasurer, Corresponding Secretary and President to work on membership list (meetings should be weekly thereafter - may be by telephone or in-person)

October

June Membership Committee activities should continue

SOCIAL/CULTURAL COMMITTEE

The Social Committee is responsible for all Social and Cultural functions of the Association. The Social/Cultural committee is Chaired by a member of the Executive Board or a PSEA member, selected by the President and approved by the Executive Board. The Chair has the

authority to select as many other members to serve on the Committee as necessary. Executive Board members are encouraged to serve on the Committee.

Procedure:

Committee Chair is selected at the September Executive Board meeting. Previous Chair should turn over any files to the current Chair.

Chair selects the other committee members. Committee should meet as soon as possible to discuss activities, assign tasks, purchase any items, etc. Money for the Committee is received from the Treasurer. Care must be taken to assure that proper bookkeeping measures are maintained.

Suggested Timeline:

- | | |
|--------------------------|--|
| September | <ul style="list-style-type: none"> • Select Chair • Chair selects additional committee members • Committee decides (pending Executive Board approval) menus for regular membership meetings. Recommended: wine/cheese/fruit/crackers/juice • Paper products for approximately 3 months are purchased and stored |
| September to June | <ul style="list-style-type: none"> • Committee is responsible for all refreshments during general membership to meetings. |
| November | <ul style="list-style-type: none"> • Heritage Celebration (work in conjunction with Essay Committee Chair, President, VP for Pub. Relations and any one else who may be interested) <ol style="list-style-type: none"> 1. select/confirm/review site for celebration 2. decide if any tokens are to be given - purchase and prepare same 3. identify any cultural entertainment which may be appropriate 4. decide on program and who will prepare it 5. decide on menu - who will purchase what? 6. logistics for event |
| December | <ul style="list-style-type: none"> • Fiesta de Navidad <ol style="list-style-type: none"> 1. select/confirm/review site for celebration 2. decide on music 3. entertainment 4. coordinate ticket sales 5. coordinate any raffles or special activities during Fiesta. |
| January | <ul style="list-style-type: none"> • Decide on banquet <ol style="list-style-type: none"> 1. select site 2. select date - try to select date (preferably in April) when there are not too many conflicting events 3. decide on any honorees 4. select band • Decide on end-term dance (same steps as above) |
| February | |
| March | <ul style="list-style-type: none"> • Work on tasks of banquet and end-term dance |
| April | <ul style="list-style-type: none"> • Banquet |
| May | <ul style="list-style-type: none"> • Scholarship Awards (work with Scholarship committee) |
| June | <ul style="list-style-type: none"> • End-term dance |

Chair is responsible for banner, coffee pot, paper products, etc.

SCHOLARSHIP COMMITTEE

The main responsibility of the Scholarship Committee is to select winner(s) of our annual scholarship award. The committee is chaired by either an Executive Board member or a PSEA member selected by the President and approved by the Executive Board. The Chair of the Scholarship Committee has the authority to select as many other members to serve on the Committee as necessary. Executive Board members are encouraged to serve on the Committee.

Procedure

Committee Chair is selected at the September Executive Board meeting. Previous Chair should turn over any files to the current Chair.

Chair selects the other members of the Committee. Committee should meet as soon as possible to draw up timeline, assign tasks, start fundraising activities, ensure that mentoring is progressing, etc.

Suggested timeline

- | | |
|------------------|---|
| September | • Selection of Chair |
| October | • Selection of other Committee members |
| October | • Committee meets to assign tasks, set dates, etc. |
| | • Fall mentoring reception |
| | • Fundraising activities - ongoing from October to June |
| November | • Decide on mailing dates and receipt dates of applications |
| | • Suggestion: Mail in January; applications due by March |
| | • Prepare literature for mailing |
| | 1. Scholarship brochure |
| | 2. Letter to principal/guidance counselors announcing scholarship |
| | 3. Address envelopes to the high schools |
| December | • If having Scholarship Banquet, work with Social Committee to |
| | 1. Select site |
| | 2. Start planning program |
| January | • Mail applications to the high schools |
| February | • Set up dates and sites for: |
| | 1. reading applications |
| | 2. interviews |
| | 3. Awards ceremony - usually the May membership meeting |
| | 1. Invite guest - usually Nathan Quinones |
| | 2. Invite previous winners |
| March | • Applications due |
| | 1. Select finalists |
| | 2. Prepare "Thank you but you are not a finalist" letter to go out to all applicants after the winners are selected |
| | 3. Prepare "you are a finalist, come for an interview" letter |

- 4. Set up interviews by phone
- April**
 - Conduct interviews
 - Select winners
 - Send "sorry you are not selected but please to Awards ceremony" letter to finalists
 - Notify winners and invite to ceremony
- May**
 - Send "thank you but you are not a finalist" letter to all applicants
- June**
 - Set up mentoring reception
 1. identify mentors, match with students
 2. select date, time, site for reception
 3. prepare invitations, send out, call students and mentors to confirm
 4. thank mentors after the event
 - Organize any activities for the summer months
 - Organize files for transition to new Chair in September

ESSAY CONTEST COMMITTEE (Heritage Celebration)

The main responsibility of the Essay Contest Committee is to conduct an essay contest during Puerto Rican Heritage month. The Committee should be headed by a Chair. The Chair may be an Executive Board member or a PREA member, selected by the President and approved by the Executive Board. The Chair of the Committee has the authority to select as many other members to serve on the Committee as necessary. Executive Board members are encouraged to serve on the Committee.

Procedure

Committee Chair is selected at the September Executive Board meeting. Previous Chair should turn over any files to the current Chair.

Chair selects the other members of the Committee. Committee should meet as soon as possible to draw up timeline, assign tasks, select topic for essay, etc.

Suggested Timeline

- September**
 - Select Chair
 - Chair selects additional committee members
 - Committee meets to decide on topic
 - Decide on dates for contest
 - Decide on date and site for Heritage Celebration
 - Prepare letter/flyer announcing contest
 - Identify and confirm speakers/entertainment for Heritage celebration
 - Prepare materials for publicity (EFT, CSA, Channel 75, 47, 8 Diario, etc)
- October**
 - Identify and confirm judges to read and select winners
 - All literature should be sent out to the schools
 - Work with Social Committee to prepare Heritage celebration
 1. entertainment
 2. food
 3. copies for any other appropriate tokens

- 4 pictures, etc.
- Issues received
- Judges read and select winners
- Notify winners
- prepare certificates for all participants
- Heritage Celebration
- December
 - Send out all thank you letters (work with Corresponding Secretary)
 1. judges
 2. entertainers
 3. anyone else
 - prepare file for transition to next year's Chair

NOMINATIONS AND ELECTIONS COMMITTEE

The main responsibility of the Nominations and Elections Committee is to conduct elections for the FREIA Executive Board. The Committee consists of three FREIA members, headed by a Chair. Members of the Committee may not run for office during the time they are serving on the Committee. The Chair may be selected by the members of the Committee and approved by the Executive Board.

Procedure:

- February Announcement is made at general membership meeting requesting volunteers to serve on the Committee
- March
 - Three members of the Committee are selected at general membership meeting.
 - Committee members meet with Treasurer and Chair of the Membership Committee to get the following:
 1. list of paid members
 2. rules and regulations from the FREIA Constitution regarding eligibility for running for office, for voting, etc.
 3. set of envelopes for mailing of voting eligibility status to members
 - Once Committee has received all the pertinent information, they work on their own organizing the election.
- April
 - Committee conducts nominations for office at the general membership meeting. Candidates are immediately checked to see if they are eligible for office (i.e. have been a paid member by prescribed date, have attended minimum number of meetings, etc.
 - Committee mails voting eligibility status to membership.
 - Committee prepares ballots for procedure for the May membership meeting when elections will take place.
- May Committee conducts elections for officers through secret ballot.

•Polls close at 9 pm

•Committee counts all votes and immediately announces members of the Executive Board.

EDUCATIONAL POLICIES

The main responsibility of the Educational Policies Committee is to keep abreast of all educational issues and to keep the Executive Board abreast of same. Chair may represent FREA at particular meetings and represent the views of FREA on particular issues. Educational Policies Committee may organize forums, instructional fairs, and other activities that will benefit the membership.

PROFESSIONAL ADVANCEMENT COMMITTEE

The main responsibility of the Professional Advancement Committee is to promote the professional advancement of our membership. Committee is responsible for organizing professional seminars that will benefit our membership. Committee is also responsible for organizing workshops for supervisory and instructional leaders.

Chair should be well-informed in terms of vacancies and should be ready to announce these vacancies at membership meetings.

GRIEVANCE COMMITTEE

The main responsibility of the Grievance Committee is to listen to and try to find solutions for any grievances which FREA members may have. The Chair is instrumental in settling any grievances Executive Board members may have. Grievance Chair works along with the President and / or delegates in settling any grievances.

PUBLICATIONS

The main responsibility of the Chair of the Publications Committee is to oversee the production of FREA publications including Don Peys, brochures, flyers, promotional materials, etc.

Don Peys is the official FREA newspaper. Newspaper may be in a newsletter format or in a newspaper format. At the very least, a Don Peys newsletter should be released twice a year.

Editor of Don Peys must get input from the Executive Board before any issues are printed.

TELEPHONE RELAY

The purpose of the telephone relay is to keep all members informed. In order for the relay to work efficiently, everyone must observe the following:

1. President initiates the relay by calling VP for Adm. and VP for PR.
2. Both VPs then call the next person.
3. If VP can't reach the next person, the following person should be called.
4. VP should continue to try to reach the person missed. It is each person's responsibility to try to reach their assigned person. If they can't reach the assigned person, they must call the next person on the relay.
5. The last two people on the relay should be informed of anyone not reached.
6. Last two people close the relay by calling the President.

Prepared by:

Maria Diaz
VP for Administration
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